

CEA

CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief, Office of Personnel Services
CEA Level 2

FINAL FILING DATE: March 24, 2006

SALARY RANGE: \$7,302 - \$8,051

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Office of Human Resources, the Chief, Office of Personnel Services (OPS) is responsible for planning, organizing, directing, and coordinating the operations of all Personnel Services functions of the Department. The Office of Personnel Services provides statewide personnel management services which include classification, compensation, discipline, payroll, and benefit services. In addition, the Chief, OPS provides functional supervision over personnel staff in the Department's adult institutions, juvenile facilities, and adult and juvenile parole operations.

As the Chief, OPS, the incumbent has extensive involvement in the formulation and implementation of policy, procedures, and programs related to personnel management services and ensures that all programs are in compliance with personnel regulations; laws and rules; policies of the Department; and State, Federal and control agency mandates.

Duties include, but are not limited to:

- Responsible for policy and procedure standardization on personnel management practices on a department wide basis. Oversight involves and highly emphasizes the incumbent's role in policy development through appropriate formulation and interpretation of departmental policy, while ensuring all policies and procedures are adhered to both in headquarters and in the field. Develops and recommends implementation of all new policies, procedures and/or regulations on personnel management related issues.
- Position allocation and employee classification activities; responding to adverse actions; providing consultative services to headquarters, adult institution, and juvenile facilities management on the Department's personnel management program; interacting and negotiating on behalf of the Department with control agencies such as the Department of Personnel Administration, State Personnel Board (SPB), State Controller's Office (SCO), and Public Employees' Retirement System; developing standardized personnel policies and procedures; developing management strategy on personnel management related to collective bargaining issues; and placement of surplus staff up to and including layoff.
- Interfaces with Labor Relations to strategize on collective bargaining issues and ensure employee bargaining contract provisions are implemented in compliance with Memorandum of Understandings. Ensures all OPS policies are in compliance with Memorandum of Understandings.
- New employee orientation, payroll (includes Fair Labor Standards Act 7k overtime), benefit administration, worker's compensation claim calculation for all headquarters employees; all eligible list certification activities through a decentralized certification program; and maintaining the Department's position control.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS:

- Broad and extensive experience in the management of a human resources organization involving diverse personnel services in numerous program areas.

- Experience in the formulation and implementation of procedures, policies and programs related to personnel services including classification, position allocation, compensation, discipline, personnel transactions and selection, payroll, and benefit services.
- Experience in the formulation, implementation, and evaluation of personnel regulations and laws; and State and federal laws, rules, and regulations.
- Experience in providing executive level advice and consultation to Department management regarding personnel management services, including resolution of technical and procedural issues.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity, including the execution and/or evaluation of program policies at least equivalent to the level of a Staff Services Manager II, Correctional Administrator, Program Administrator, Superintendent of Correctional Education Programs, or Parole Administrator I,

KNOWLEDGE AND ABILITIES:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and/or resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief, Office of Personnel Services, CEA Level 2 vacancy. For further information regarding this position, please contact Vickiann Tapia at (916) 327-8017.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by March 24, 2006 to Vickiann Tapia, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.